

Name of Person Filing Paper: _____
 Address: _____
 City, State, Zip Code: _____
 Telephone Number: _____

Case No. PB _____

INSTRUCTIONS AND REQUEST FOR A HEARING DATE GUARDIANSHIP/CONSERVATORSHIP OF A MINOR

1. **Court Location:** There are 4 locations of the Superior Court in Maricopa County: Downtown Court Facility, (Phoenix); Northeast Court Facility, (Phoenix); Southeast Court Facility (Mesa) and Northwest Court Facility (Surprise). The Southeast Court is only for persons who live in Mesa, Tempe, Gilbert and Apache Junction to the southern border of the Salt River, but not Scottsdale. You may file your papers at any Superior Court location, but your hearing will be held at the downtown Phoenix location. Each location also has Court Administration.

DOWNTOWN PHOENIX: Probate Court Administration
 Old Courthouse, 1st Floor,
 125 West Washington, Phoenix, AZ 85003-2205

NORTHEAST FACILITY: Probate Court Administration
 18380 N. 40th St.
 Phoenix, AZ 85032

SOUTHEAST FACILITY: Probate Court Administration
 222 East Javelina Drive,
 2nd Floor, Suite 2100, Mesa, AZ 85210-6201

NORTHWEST FACILITY: Probate Court Administration
 14264 West Tierra Buena Lane, Surprise, AZ 85374

2. **Court Documents:** After you file your forms with the Clerk's Office at the Court, take the following documents to Probate Court Administration at one of the addresses shown above:
- a. One copy of the **Petition for Permanent Appointment** stamped by the Clerk, AND
 - b. One copy off the **Affidavit of Person to be Appointed** stamped by the Clerk, AND
 - c. One copy of the **Consent of Parent to Guardianship/Conservatorship of a Minor** (if applicable), stamped by the Clerk, AND
 - d. The original of the **Request for Hearing**, AND
 - e. If required, a **Fingerprint Card** and a certified check or money order for \$29 made payable to Maricopa County Treasurer.
3. **Hearing Date and Time and Assignment of Judicial Officer:** Court Administration will set a hearing date and time and check the box of the judicial officer from the list below who will hear this matter.
- HEARING DATE AND TIME:** _____, at _____ a.m./ p.m.
- HEARING ADDRESS:** _____
4. **Notice of Hearing.** Court Administration will return this form to you after setting the date, time and place of your hearing. **Use this form to complete the NOTICE OF HEARING form, if necessary.**